

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
SECRETARY 2**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current Secretary 2 exam list

**Location:** Educational Leadership, Policy and Instructional Technology / Literacy, Elementary & Early Childhood Education

**Job Posting No:** C15-071 (Include Job Posting Number in Cover Letter)

**Hours:** Monday through Friday, 8:00 A.M. to 5:00 P.M. with a 1 hour meal period (40 hours per week)

**Salary:** \$45,360 to \$59,316 annually (Salary Grade CL-16)  
Effective July 1, 2015 salary range increases to \$46,721 to \$61,096 annually  
(Candidates new to state service start at the minimum of the salary range)

**Closing Date:** Friday, June 26, 2015

The School of Education and Professional Studies seeks to fill a Secretary 2 vacancy. Duties and supervision for the position will be split between the two departments listed above.

**Eligibility Requirements:**

Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**General Experience:**

Three (3) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:**

One year of the General Experience must have been as a Secretary 1 or its equivalent.

**Substitution Allowed:**

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Preferred Experience:** Experience working in a culturally diverse educational environment; Experience working under more than one supervisor and/or coordinating with several different units; Experience completing travel forms and coordinating special events; Experience in a fast-paced environment with excellent interpersonal and customer service skills; Experience using Microsoft Office applications including MS Word, Excel, Outlook and PowerPoint; Experience with databases including building queries and reports; Prior experience working with Taskstream and/or SPSS statistical software a plus.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date that includes the following:

- 1) Cover letter specifying this Job Posting Number: (C15-071)
- 2) A completed State application (**CT-HR-12**) available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)
- 3) The names, titles and phone numbers of two current professional references
- 4) State employees attach copies of your two most recent performance appraisals

**Incomplete application packages will not be accepted. Applications must be received by Human Resources before 5:00 p.m. on Friday, June 26, 2015 for consideration. Faxes will not be accepted. Send or hand deliver application packages to:**

**Human Resources  
Davidson Hall – Room 101  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050  
(Telephone: 860-832-0031)**

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.